

ADVERT ID 241243

Caretaker/Janitor

St. Marys P.S.

Johnstown Road Enfield A83X316
<https://www.enfieldps.ie>

MAIN DETAILS

Status: Active
Level: Primary
Date Posted: Wed Jul 16 2025
Application Closing Date: Thu Jul 31 2025
Commencement Date: Mon Aug 25 2025
Status of Post: Permanent
Number of Vacancies: 1

SCHOOL DETAILS

School Type: Mainstream with Special Classes
School Structure: Vertical
Gender: Co-Educational
School Patronage: Catholic
Total No. of Teaching Staff: 37
Current Enrolment: 556
Droichead school: Yes

POST DETAILS

Panel of Applicants:

An internal panel of suitable applicants may be set up to fill vacancies which may occur within a specific time period (four months for teacher posts and the duration of the school year for SNA posts) from the date on which the Board approves the successful candidate.

Additional Information:

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Position: School Caretaker
Employment Type: 20 Hours per week

This position is based on an 11 month probation period.

About the Role:

We are looking for a reliable and hardworking individual to join our school community as a Caretaker. As a vital member of our team, you will ensure the school grounds, classrooms, and facilities are well-maintained and secure.

Key Responsibilities:

Security: Open and close the school each day, ensuring that the premises are secure at all times. Respond to alarms if necessary.

Maintenance: Oversee the maintenance and repair of school facilities, including minor repairs, painting, carpentry, fixing leaks, clearing of drains and pipes and general upkeep.

Cleaning: Support the cleaning staff by monitoring resources and assisting with the delivery of relevant supplies.

Groundskeeping: Duties also include landscaping and use of lawn mowers, outdoor/garden tools,

tending to playgrounds and keeping the school free of litter.

Manual handling: This may include furniture movement and building safety, setting up and taking down of furniture for meetings and events.

Support Staff: Work closely with cleaners, teachers and administrative staff to ensure a safe, clean, and well-organised environment for all.

Other related duties as assigned by the School Principal, especially annual tasks at the start and end of the school year and health and safety related duties.

The role may include light plumbing, light carpentry, management of heating systems, fire/burglar alarms, keyholder/ security systems, locking systems.

Hours of attendance will be such as may be laid down from time to time by the Board of Management. Caretakers, where required by special circumstances e.g. Board of Management meetings, school events, security callouts etc; to be available for duty during evenings and at night.

The successful candidate will also be community focused, patient, kind, generous and enjoy working as part of a large staff team. Often the caretaker is the first person a visitor meets, so a welcoming disposition along with a high level of professionalism and diligence is needed also.

What the school is looking for:

- Previous experience in a caretaker, maintenance, or facilities role is advantageous.
- Strong attention to detail and commitment to high standards of cleanliness and safety.
- Ability to work independently and manage time effectively. A clear understanding of Health and Safety is also important.
- Friendly and approachable, with a genuine interest in contributing to a positive school environment.

How To Apply:

Interested candidates should submit an application, stating their address and mobile number and outlining relevant experience to the Chairperson of the Board of Management by email to the address below on or before Thursday 31 July. Attach a cover letter or state why you are suitable for the position in the email. Attach your CV to the email application. Feel free to include any relevant qualifications, course certificates etc

applications.stmaryspsenfield@gmail.com

Please ensure to include contact details for at least two referees in your CV. Shortlisted candidates will be invited for an interview. All appointments will be subject to satisfactory reference checks and Garda vetting.

APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Digital)

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Roll Number: 17821L
Apply To: applications.stmaryspsenfield@gmail.com
County: Meath
Enquiries To: applications.stmaryspsenfield@gmail.com
Website: <https://www.enfieldps.ie>

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